

# FREE!



## Microsoft Office Workshops

### Word 2010, Level 1

Word Processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course will provide you with the concepts required to produce basic business documents. You will learn to create a basic document, edit documents by locating and modifying text, format text, format paragraphs, add tables, add graphic elements, control a document's page setup and its overall appearance and proof documents.

### Excel 2010, Level 1

You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will learn to create a basic worksheet, perform calculations, modify a worksheet, format a worksheet, print the contents of a workbook and manage large workbooks.

### PowerPoint 2010, Level 1

In today's work environment, presentations have moved far beyond flip charts and overhead projectors. Audiences not only expect that your presentations are in an electronic format, but they also demand that your presentations be unique and sophisticated in their use of such formats. In this course, you will learn how to create a presentation, format text on slides, add and modify graphical objects, work with tables, add charts and prepare to deliver a presentation.

**Must have basic computer and keyboarding skills**

**TO GET REGISTERED—Call 563.445.3200**

**Enter Option 2 (Job Seeker)**

**902 W. Kimberly Road, Suite 51, Davenport, IA 52806**

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|-----------------------------------|-----------|-----------|
| Microsoft Word 2010—Level 1       | 6/1/2016  | 9:15—4:00 |
| Microsoft Excel 2010—Level 1      | 6/8/2016  | 9:15—4:00 |
| Microsoft PowerPoint 2010—Level 1 | 6/15/2016 | 9:15—4:00 |

Time will be allotted for  
breaks and lunch